



# City of Orange

Personnel Office  
(714)744-7255  
Jobline (714)744-7262

## EMPLOYMENT OPPORTUNITY

*The City of Orange Invites Applications for the position of:*

### POLICE ACADEMY TRAINEE

**SALARY:** \$2,675 per month

*OPEN ON A CONTINUOUS BASIS*

**ALL APPLICATIONS RECEIVED BY FEBRUARY 14, 2006 WILL BE SCREENED FOR NEXT TEST.**

**NEXT TEST: CANDIDATES MEETING MINIMUM REQUIREMENTS WILL BE INVITED TO A WRITTEN EXAMINATION AND PHYSICAL ABILITY TEST *tentatively scheduled for February 25, 2006.***

**SALARY:** Recruits sponsored by the Orange Police Department receive a flat salary monthly amount, as noted above, while attending the Police Academy. Upon successful completion of the Academy, the salary for Police Officer is **\$4,607 - \$5,908 per month.**

**Salary Incentives:** • Officers receive up to \$450.00 per month for college degree/units and P.O.S.T. Certificates. • Officers assigned as Detectives receive 7.5% additional pay per month, Canine Handlers and Motors receive up to 6.5% additional pay per month. • Officers assigned as Police Corporals in Patrol receive 10% additional pay per month. • Officers assigned as Crime Scene Investigators receive \$150 per month; Field Training Officers receive up to \$150 per month. • Officers working designated shifts receive 2% shift differential. • Officers not in special assignments with over 6 years service receive 5% longevity pay. • If qualified, officers may receive \$200.00 per month bilingual pay. • Retirement - PERS 3% at age 50 retirement benefit.

**Other Benefits:** Orange Police Officers work the 4/10 schedule. Employees receive 100 hours per year of holiday accrual, and 80 hours of vacation for the first 4 years of service. Vacation accrual increases to 120 hours upon 5 years of service, and increases to a maximum of 220 hours after 30 years of service. The City also pays court standby pay. In addition to retirement, the City offers an optional Deferred Comp. Plan.

**APPLICATION & SELECTION PROCESS:** **Completed City application is required.** Application may be obtained from the City of Orange Personnel Department, 300 E. Chapman Avenue, Orange, CA 92866, (714) 744-7262, or by accessing [www.cityoforange.org](http://www.cityoforange.org). All applications will be reviewed by the Personnel Department and the Orange Police Department. Selection preference will be given to those applicants who show through their education and experience, a desire for a career as a Police Officer. Those persons meeting the minimum requirements will be contacted by mail for participation in the selection process which will include, but may not be limited to, the following: **written examination (pass/fail); physical ability test (pass/fail); and appraisal interview - 100%.**

**DUTIES:** Under supervision, performs law enforcement and crime prevention duties; enforces city, county and state laws; patrols assigned areas; responds to calls for protection of life and property; conducts preliminary investigations of matters involving possible violations of law; investigates criminal cases; directs and controls traffic flow; stops violators; warns against unlawful practices, issues citations, testifies in court; prepares and submits reports; inspects business premises; investigates suspicious persons and circumstances; gives information and directions to the public; reviews case records and reports; collects and identifies evidence; apprehends and arrests criminal law violators; enforces parking regulations; attends training assignments and target practice; performs other related duties as required.

#### **REQUIREMENTS**

1. Graduation from high school or equivalent; AA degree in Criminal Justice or related field preferred.
2. Candidates must be a United States citizen at time of appointment.
3. At least 20 years of age at time of application and at least 21 years of age at time of appointment.
4. Possession of a valid California Class "C" drivers license with good driving record.

**SPECIAL REQUIREMENTS:** Employees must meet standards of physical stature, endurance, and agility established by the City. Tasks involve frequent driving, walking and standing, and occasional running; frequent light lifting and occasional lifting of heavy objects or persons; employee must have the physical ability to apprehend and restrain subjects and to defend one's self from attack. Tasks involve the operation of vehicles, firearms, and other equipment in which manipulative skills and hand-eye coordination are important ingredients of safe and productive operations. Tasks may require exposure to extreme heat or cold, extreme weather conditions, strong odors and/or smoke, dust, or pollen. Tasks require visual, color, depth, and sound perception and discrimination as well as oral communications ability. EOE

**ABOUT THE CITY:** The City of Orange, with a population in excess of 136,700, is situated near the center of Orange County, one of the fastest growing areas in the nation. Orange is a city of diversity, a mixture of old and new - from the historic Old Towne District to rapidly developing residential areas -- urban and rural -- from hi-tech, hi-rise commercial areas, to sprawling country and equestrian homes. Incorporated area of the City is currently 23.5 square miles, but with a total sphere of influence of over 55 square miles, the coming years hold an exciting future for residents and employees.

**EMPLOYMENT PROCEDURE:**

City of Orange applications are required and can be obtained from the Personnel Department, 300 E. Chapman Avenue, Orange, CA, 92866, or by calling (714)744-7262. Completed applications must be received by the Personnel Department by the final filing date and time listed on the front of this flyer to be eligible for consideration.

**An Eligibility List** containing names of successful candidates will be compiled based on the results of the examination process. Unless exhausted or canceled sooner, eligibility lists are valid for a period of one year.

**Offers of Employment** are made only after interviews are conducted by the Department in which the vacancy exists. Names of candidates on eligibility lists are provided to the Department, which has the option to interview and appoint to fill the vacancy. Those not selected remain on the eligibility list until it expires.

All offers of employment are subject to a **Medical Examination, Drug Test, and thorough Background Investigation including a Police Records Check**

**A Probationary Period** of one year must be completed by each employee.

**BENEFITS FOR EMPLOYEES COVERED UNDER THE PART-TIME & SEASONAL RESOLUTION**

The City of Orange provides a generous array of benefits to employees in addition to maintaining competitive salaries. The following is a partial list of benefits that would be provided to a 40 hour full-time employee. Benefits for part-time employees are prorated based upon number of hours scheduled to work each week.

**Salary Range** is composed of six steps, each approximately five percent apart. Advancements through the steps are generally made yearly and based on performance.

**Retirement Benefits** are provided by the State of California Public Employees' Retirement System. The City pays the employee's **8%** PERS retirement contribution. The City provides the **2.7% @ age 55** retirement benefit. Employees are required to contribute **2.64%** of salary effective July 1, 2004 for this enhanced retirement benefit.

**Cafeteria Benefits Plan.** The City pays up to **\$765 per month** which can be applied towards medical, dental, or vision insurances, and/or taken as cash under certain criteria.

**Medical, Dental & Vision Insurance** plans are available. A variety of medical insurance plans through the PERS Health Benefits program are available.

**Vacation.** Employees earn **80 hours** of vacation during the first four years of service, **120 hours** from year 5 through year 10, an increasing accrual annually up to 15 years, and additional vacation hours at 25 years of service. The City also provides an annual unused vacation payout plan.

**Holidays.** The City observes **9½** paid fixed holidays and provides **1** floating holiday annually.

**Sick Leave** is accrued at a rate of **96 hours** per year. A partial payment for accumulated unused sick leave is available to City employees who retire.

**Life Insurance.** The City provides a term life insurance policy of \$23,000.

**Other Benefits.** Most employees work a "9/80" alternate work schedule with City Hall closures every other Friday. Long Term Disability, an Employee Assistance Program, Tuition Reimbursement (up to \$1,000/year), Trip Reduction Program incentives, optional Deferred Compensation programs and Credit Union membership are a few of the additional benefits provided or available to employees.

**Note:** In compliance with the Immigration Reform & Control Act of 1986 (IRCA), all job offers made by the City of Orange are contingent upon establishing proof of your legal right to work in the United States. The City of Orange is an Equal Opportunity Employer.

*Note: The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. The types and levels of employee benefits provided, including City contributions toward benefit costs, are subject to change as a result of periodic contract settlements between recognized employee associations and the City of Orange.*



**CITY OF ORANGE**

Personnel Office  
300 E. Chapman Ave.  
P.O. Box 449  
Orange, CA 92866-1591

**TO:**

**POLICE ACADEMY TRAINEE**

**Visit us on the web at**  
<http://www.cityoforange.org>